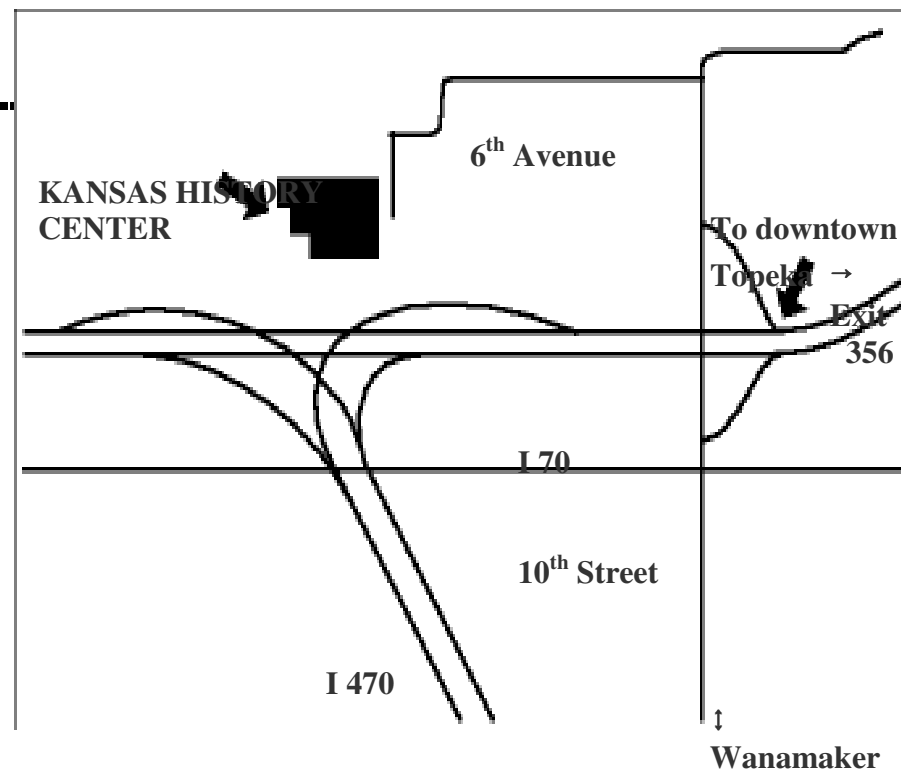


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Cover: Research Center Reading Room at the Kansas State Historical Society.

INTRODUCTION

The Kansas State Historical Society's Library and Archives Division collects historical research materials relating to Kansas, the Great Plains, and the West in general. Our holdings include published materials, manuscripts, newspapers, photographs, local government records, and maps. We also are the state archives and collect the unpublished records of state government. Research resources are available to the public for use from 9:00 a.m. to 4:30 p.m., Monday through Saturday, in the research room of the Center for Historical Research at the Kansas History Center. We also offer microfilm through interlibrary loan.

This guide will introduce you to the Library and Archives Division's research resources, policies, and procedures. The reference staff is happy to answer questions about our collections and services. Please telephone 785-272-8681, ext. 117, from 9:00 a.m. to 4:30 p.m., Tuesday through Saturday. TTY users please contact the reference desk at 785-272-8683.

Pursuant to Executive Orders 92-153 and 92-154 the Kansas State Historical Society does not discriminate on the basis of disability in admission to, access to, or operation of its programs. The Society requests prior notification to accommodate individuals needing access assistance or auxiliary aids and services. Please contact the reference staff at 785-272-8681, ext. 117. TTY users please contact us at 785-272-8683.

The Society's World Wide Web site contains a variety of information about the library and archives division. It also includes finding aids for various holdings such as newspapers, photographs, city directories, and census holdings. Visit our web site at <http://www.kshs.org>

GENERAL INFORMATION

The Kansas State Historical Society's Center for Historical Research is located at the Kansas History Center, 6425 SW 6th Avenue, Topeka, Kansas 66615. The research room is open from 9:00 a.m. to 4:30 p.m. Monday through Saturday. The telephone number for general reference is 785-272-8681, ext 117. Reference staff is on duty to assist patrons with their research. We require that all patrons register each fiscal year and be issued a researcher card. Patrons are then asked to sign into the research room on a daily basis. Due to the unique nature of our collections we do not circulate materials, and all stack areas are closed to the public.

PHOTOCOPYING AND DUPLICATION SERVICES

Requests for photocopies of printed, manuscript, and archival materials are made to the research room staff. Photocopying may be restricted due to copyright law, poor condition of the material, or other preservation concerns. Charges vary according to the size and condition of the document to be copied. Self-service microfilm/fiche copiers are available. Patrons are strongly urged to bring plenty of change and small bills to pay for copies. Photograph duplication services include black-and-white and color (if available) prints, slides, transparencies, and microfiche. Please see page 69 in this guide for additional information on copying services and fees, or contact the reference staff.

MICROFILM INTERLIBRARY LOAN The Kansas State Historical Society provides newspaper microfilm and other selected microfilm items to local libraries through interlibrary loan. These include county plat books, local records, manuscripts, indexes to selected state archives records, Kansas federal censuses for 1860 and 1870, and mid-decade Kansas state censuses (1865–1925). A maximum of two reels may be borrowed for three weeks. For additional information about interlibrary loan policies, please see page 67 in this guide, or contact the reference staff.

REFERENCE SERVICES BY MAIL Due to limited time and staff we are unable to conduct extensive research for patrons. Specific requests for information on Kansas and family history may be answered by the reference staff according to our reference correspondence policy. Out-of-state residents will be charged a reference service fee of ten dollars. Patrons requesting general research and/or extensive family history research will be referred to professional researchers. For additional information on reference services by mail or email, please see page 65 in this guide, or contact the reference staff.

MEMBERSHIP IN THE KANSAS STATE HISTORICAL SOCIETY If you are interested in reading about Kansas and historical activities in Kansas, you may wish to become a member of the Kansas State Historical Society. It is the mission of the Society to preserve and promote the history of Kansas and the Great Plains. Your membership and/or contributions will help guarantee that the quality of our services to the public remains high. Society members receive four issues of *Kansas History*, our scholarly journal; four issues of *Kansas Heritage*, our general-audience magazine; discounts on our museum and historic sites stores and on special programming; and invitations to preview new and traveling exhibits. For membership information please contact Membership, 6425 SW 6th Avenue, Topeka, KS 66615; 785-272-8681, ext. 232.

FAMILY HISTORY RESEARCH BASICS

Conducting family history research is a lifelong labor of love for many amateur and professional genealogists. The lives of our ancestors are intimately woven into the fabric of the history of Kansas, the United States, and the world. The growth of nations and states is recorded in the history of its families.

If you are just beginning to trace your family tree, you will soon discover that searching for ancestors involves more than just collecting names and dates. In the process you will learn a great deal about history, geography, law, medicine, psychology, and a number of other disciplines. You will become a detective, historian, diplomat, linguist, and snoop. You will also learn the value of patience and perseverance.

HOW TO BEGIN It is best to begin the story of your family with yourself and work backwards. Gather as much information as you can from family members. Use a tape recorder or video camera to record relatives' reminiscences. Consult the family Bible, photographs, and other records in the possession of family members. Write to all relatives that you know asking for copies of Bible records; birth, baptismal, marriage, and death certificates, and photographs. Compile these records in a notebook or binder and consider other types of record keeping. Begin to fill out pedigree charts and family group sheets for each family. Filling out family group sheets will keep your information organized and show you how much you already know about your family. It also will show what information you do not know. As you record information, do so as if you were writing for someone who knows nothing about your family. Fill out forms neatly (type or print), and spell out all names in full. Cite all sources of information accurately. You may need them again.

THE NEXT STEP Once you have collected all the information you can from family members and records, it is time to begin research into public records. The best-known public record is the federal census. This enumeration of state populations has been taken by the government every ten years since 1790. It is open for research through 1930 (as of April 2002), except the 1890 census, which was destroyed in a fire many years ago. Later censuses are closed to protect the privacy of living persons. Information about the federal census can be found on the Internet. The *Census Map Guide* lists the federal censuses that exist for each state. This book illustrates each state with its counties at the time each federal census was taken.

Information contained in the census changes with each one taken. It is best to consult a general reference guide, such as *The Source*, to find out what information is contained in each federal census. The federal census is available at National Archives regional branches, Latter Day Saints (LDS) Family History libraries, and many state and local historical and genealogical societies.

The federal government also took censuses of territories before they became states. Special enumerations such as censuses of veterans, slaves, and Native Americans living on reservations also were taken. In addition, states have taken censuses at various times, and these may contain information that is different from that found in the federal census.

Other public records such as deeds, wills, marriage licenses, naturalization records, tax rolls, and vital statistics registers (births and deaths) may be available only in the town or county where ancestors resided. Most states did not begin a regular system of birth and death registration until the twentieth century. Today all states maintain such records, but some restrict access to immediate family members only.

INTERNET The Internet has become a valuable tool for persons conducting genealogical research. Thousands of sites include information about resources, and in many cases the resources themselves. More information is added every day. Several good places to begin your Internet odyssey are CyndisList (www.CyndisList.com), the US Genweb Project (www.usgenweb.org), Rootsweb (www.rootsweb.com), GenForum (www.genforum.com), Family Search from the LDS Church (www.familysearch.org) and Ancestry (www.ancestry.com). Many other sites can be accessed through search engines.

KANSAS STATE HISTORICAL SOCIETY LIBRARY AND ARCHIVES Federal and state censuses for Kansas are available in the research room of the Kansas State Historical Society. Our collections also include some federal censuses and indexes to federal censuses for states other than Kansas. We provide various handouts that describe our census holdings in full. Also cataloged in the research room are local public records for Kansas counties and towns. We have been microfilming records from county and town offices with the Genealogical Society of Utah since the 1980s.

Our collections include published family histories and biographies; genealogical periodicals and indexes; directories; county and town histories; personal papers of individuals, businesses, and organizations; cemetery records; newspapers; photographs; maps; and state archives records. We also have indexes to historical and genealogical holdings in other institutions including the Library of Congress and the Newberry Library.

The reference staff is happy to help patrons with their family history research. Although our staff is unable to conduct research for you, we can direct you to resources in our holdings and in other repositories. A list of independent researchers for hire also is available. Workbooks on family history research may be purchased in the museum store in the Kansas Museum of History.

OTHER RESOURCES You may wish to consider joining a local genealogical society and attending family history seminars, classes, and workshops. The Topeka Genealogical Society (P.O. Box 4048, Topeka, KS 66604-0048) offers monthly meetings, conferences, and beginners' classes. The society has its own library. Contact your local public library for more information about a genealogy or local history group in your area.

SELECTED BIBLIOGRAPHY These sources are available at the Kansas State Historical Society and many public libraries:

Croom, Emily Anne. *Unpuzzling Your Past: A Basic Guide to Genealogy*. White Hall, Va.: Betterway Publications, 1983.

Eakle, Arlene. *The Source: A Guidebook of American Genealogy*. Salt Lake City: Ancestry Publishing, 1984.

Everton, George B. *The Handy Book for Genealogists*. Logan, Utah: Everton Publishers, ca. 1981.

Filby, P. William. *Directory of American Libraries with Genealogy and Local History Collections*. Wilmington: Scholarly Resources, 1988.

Smith, Jessie Carney. *Ethnic Genealogy: A Research Guide*. Westport, Conn.: Greenwood Press, 1983.

U.S. National Archives and Records Service. *Guide to Genealogical Research in the National Archives*. Revised Edition. Washington, D.C.: 1985.

LIBRARY AND ARCHIVES DIVISION COLLECTIONS

LIBRARY MATERIALS

MANUSCRIPTS

MAPS AND ARCHITECTURAL DRAWINGS

PHOTOGRAPHS

AUDIO VISUAL COLLECTIONS

STATE ARCHIVES AND LOCAL RECORDS

LIBRARY MATERIALS

The Library and Archives Division of the Kansas State Historical Society collects materials about the history of Kansas and the West. Subject areas include railroad development, trails, westward expansion, frontier and pioneer life, western forts and military life, Indian wars, the Civil War, and western Native American tribal histories and biographies. General American historical topics also are included. Our collections also focus on genealogy and local history. Material is available on all fifty states. Family history holdings are especially strong for New England, the Old Northwest, and the states immediately surrounding Kansas.

The library collection includes books, magazines, pamphlets, church and school histories, yearbooks, atlases, family histories, genealogical and historical periodicals, published records of state government, poetry, music, and newspapers. The library is a depository for selected federal documents. Stack areas are closed to the public. Researchers fill out call slips and request materials at the retrieval desk. Books do not circulate through interlibrary loan.

Access to these materials is through card catalogs, indexes, and finding aids. Recently cataloged materials are included our online catalog, a cooperative venture with Washburn University and other specialized Topeka libraries. This catalog is known as ATLAS. It is available online at: <http://lib.wuacc.edu/search>. It is important to note that *only about 5% of our holdings* are represented in ATLAS.

NEWSPAPERS The Kansas State Historical Society was established by the state's newspaper editors in 1875. A virtually complete collection of all Kansas newspapers published from 1875 to the present is available on microfilm. There are many Kansas newspapers published prior to 1875 which are also included in our collections. Newspapers on microfilm also are available to local libraries through our interlibrary loan program. The finding aid to newspapers on microfilm can be found on our web site at www.kshs.org/library/news.htm. Additionally, selected out-of-state

newspapers are in our collections, including the New York Times (on microfilm up to 1991 only) and the Kansas City Star, Times, and Star and Times (selected dates only.)

The library has clipped selected newspapers from around the state from 1880 to 2000. Biographical information is compiled into the "Kansas Biographical Scrapbooks" and the vertical file. Obituaries of Kansans prominent in their professions or communities may be found in bound clipping volumes. Clippings also are cataloged by subject and location.

BIOGRAPHIES Extensive printed biographies of individuals and families are in the collections. Ready reference sources to Kansas biographical information are available on the Kansas reference shelf. The "Kansas Biography" handout, an annotated bibliography of these sources, is available to patrons. Unpublished family and individual biographies are in the manuscript collection, and portraits can be found in the photograph collection.

COUNTY AND TOWN HISTORIES Our collections contain a vast number of histories of both Kansas and non-Kansas towns and counties. These may be located through our card catalogs. Kansas and non-Kansas county and town histories often contain biographical sketches of residents. County clipping volumes also contain information. The "dead town list," compiled in the 1930s, includes information on more than forty-five hundred extinct or declining towns in Kansas. Compiled county history bibliographies can be found on our web site at www.kshs.org/library/ksoa.htm.

DIRECTORIES Statewide gazetteers and Kansas county, city, farm, business, and telephone directories, 1859 to date, are listed in finding aids available on the Kansas reference shelf. Some non-Kansas directories also are available.

FEDERAL GOVERNMENT DOCUMENTS The Kansas State Historical Society library has been a U.S. depository library since 1877 and possesses an extensive collection of government documents relating to Kansas and the West, as well as a general collection on U.S. history, politics, and government. The Federal Depository Library Program currently has more than fourteen-hundred libraries across the nation, including at least one in every congressional district. Depository libraries have made a commitment to provide free public access to federal government publications and information.

Particular strengths of the Historical Society's depository collection include a complete run of the *Congressional Record* and its predecessors from 1789 to date and a near-complete collection of the *Congressional Serial Set*, a compilation of documents prepared by or submitted to Congress, which began publication in 1817. Within its pages may be found topics ranging from mid-nineteenth-century army explorations along the Santa Fe Trail to the establishment of the Brown vs. Board of Education National Historic Site and from immigration in 1820 to the Persian Gulf War.

The depository collection also includes many late-nineteenth and early twentieth century publications from federal executive departments, especially the Department of Agriculture and Department of the Interior. Holdings of the *Official Postal Guide*, while not complete, begin in 1803; for the *Official Register of the United States*, the earliest edition in the collection dates from 1825. The library has complete runs of the *Yearbook of Agriculture*, 1894–1993, and *Statistics of Railroads in the U.S.*, 1888–1953. Other titles include *Slavery in the Courtroom: An Annotated Bibliography of American Cases* (Library of Congress, 1985), *Wheat & Flour Prices from Farmer to Consumer* (Bureau of Labor Statistics, 1913), *Instructions Relative to Entries Under the Homestead, Pre- Emption, and Timber Culture Laws* (General Land Office, 1883), and *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies* (War

Department, 1880–1901). Statistics for the federal census from 1840 to 1990 are also available.

The current collecting policy of the depository emphasizes publications relating specifically to the land and people of Kansas, including agricultural, climatic, demographic, economic, geological, and historical information. We also collect military history, presidential and congressional documents and reports, and publications of the National Archives and the Library of Congress. The depository collection also includes maps from the U.S. Geological Survey and other agencies for Kansas and adjacent states.

As federal government publishing moves from traditional print on paper to electronic dissemination, the Kansas State Historical Society is working to provide public access to Internet sources of federal government information. Information about finding federal information on the Internet is available through our World Wide Web home page at <http://www.kshs.org/library/basicgov.htm>.

OTHER LIBRARY HOLDINGS

- * Printed Kansas church histories and church publications
- * Non-Kansas family histories, local histories, vital records, gazetteers, postal guides, military rosters, city directories, and adjutant generals' reports
- * William P. Filby's Passenger and Immigration Index
- * American Genealogical and Biographical Index and approximately 70 percent of the sources indexed
- * Greenlaw Index
- * *Germans to America* and *Famine Immigrants* series

- * Registers of Kansas physicians and midwives (1881, 1887–1900) with index
- * Index to obituaries from the *Kansas Medical Journal*, 1889–1966
- * Copies of records of the Society of Friends (Quaker) monthly meetings in Kansas
- * Volumes 18 and 21 of the *Kansas Historical Quarterly* list deaths and marriages, respectively, in Kansas Territory
- * Cemetery records
- * Cataloged obituaries from Kansas college alumni publications
- * School yearbooks
- * State publications
- * National Union Catalog of Manuscript Collections
- * Historical and genealogical periodicals
- * DAR lineage books and patriot indexes
- * Lineage books for other patriotic societies
- * Publications of the Kansas State Historical Society

MANUSCRIPTS

The Kansas State Historical Society Library and Archives division collects unpublished, private papers. These manuscript collections are as varied as Kansas itself with diaries, company records, papers of organizations, correspondence, and other materials comprising

the various holdings. Diaries cover many topics from territorial to modern periods including Native Americans, homesteading, agriculture, the military, immigrant colonies, and social life. Items relating to Native Americans include the papers of missionaries, mission school reports, reminiscences, and records of the St. Louis Superintendency of Indian Affairs. Territorial Kansas is represented by the papers of John Brown, the New England Emigrant Aid Company, and settlers and politicians.

Several collections document railroad expansion in the state. The files of the Atchison, Topeka and Santa Fe Railway and its predecessors are the largest. The records of the Kansas Town and Land Company and the land sales subsidiary of the Chicago, Rock Island and Pacific Railroad also are available. Businesses are represented by the records of funeral homes, financial institutions, and retail stores. The papers of writers make up many collections. These include both newspaper and literary figures. Papers of military leaders complement the records of military units and collections relating to the Spanish-American War and World War I veterans.

Papers of politicians form some of the largest collections. These include personal papers of governors (their official papers are located in the state archives) and personal and official papers of members of the Kansas legislature and the United States Congress. Other occupations represented include educators, doctors, religious leaders, lawyers, women's rights activists, and scientists. The collection also holds papers of organizations such as fraternal societies, literary guilds, churches, ethnic groups, and clubs.

ACCESS TO COLLECTIONS Primary access is through the manuscripts card catalog, lists of manuscripts microfilm, and the microfilm databases in the research room. Brief descriptions of most collections cataloged since 1995 are also available on-line. Descriptions of some collections also appear in print and on-line versions of the *National Union Catalog of Manuscript Collections*. Many collections also have more detailed narrative finding aids or container lists available in the research room. Some finding aids

are also available on our web site. Because manuscript collections may contain thousands of documents it is not possible to catalog every item. Generally, collections are cataloged by author or collector, location, and the subjects covered in the collection. If an item is particularly unique or significant, it may be cataloged individually. Guides to major collections including Native American and tribal holdings; diaries; journalism and electronic media collections; holdings pertaining to English, Scotch, Irish and Welsh immigrants and settlements; Fort Hays; military collections of genealogical value; Civil War manuscripts; National Archives microfilm; and papers relating to country schools are available in the research room and by mail for a nominal copying charge. Original manuscripts collections can only be used in the research room, but most of the 1600 reels of manuscripts on microfilm are available through interlibrary loan.

MANUSCRIPTS USEFUL IN HISTORICAL AND GENEALOGICAL RESEARCH

Below are descriptions of a few of the larger manuscript collections held by the Kansas State Historical Society's Library and Archives Division. These are listed to show the diversity of materials in the collections. Some general types of collections that are useful to genealogical research include cemetery records, church records, records of clubs, business records, family papers, Native American records, local histories, diaries, military records, physicians' papers, and school records. For information on a particular ancestor check the card catalogs for the surname, county, and/or city you want. Other useful subject headings include the occupation of the individual, the name of the church he or she attended, and any clubs, organizations, or groups the individual may have been associated with.

James Burnett Abbott, Papers, 1815-1899. Microfilm rolls MS 1258-1260

Abbot was an early settler in DeSoto, a free-state (anti-slavery) activist, a Shawnee Indian agent, a Civil War pension agent, a

legislator, and a businessman. His papers include records of land selections made by Shawnee people, descriptions of land in DeSoto deeded to various parties, copies of letters and memoranda pertaining to soldiers' pension claims, lists of provisions issued to destitute Shawnee, names of Shawnee land holders, Shawnee Indian Agency tract books, deed books for Shawnee lands, an absentee Shawnee payroll, and plat maps showing some names of individual settlers. Microfilm of the collection is available through interlibrary loan; an unpublished guide is also available.

Ancient Order of United Workmen of Kansas, Records, 1877-1954. Collection no. 117

The Ancient Order of United Workmen was a benevolent organization that provided insurance to members. The collection includes membership information and lists of deaths of members.

Anderson Family, Papers, 1802-1905. Microfilm rolls MS 443-445

The papers relate to John Anderson, a Presbyterian minister and educator; his sons John Byars Anderson, an educator, railroad official, and financier, and William C. Anderson, a Presbyterian minister; and his grandson John Alexander Anderson, also a Presbyterian clergyman. John Anderson's papers, primarily correspondence, relate to his religious and family activities. John Byars Anderson's papers describe his involvement in financing railroads including the Union Pacific in Kansas and the Louisville & Nashville. The correspondence of William C. Anderson describes his activities as a minister, and the same is true of the material pertaining to his son John Alexander Anderson. John Alexander Anderson also served as a president of Kansas State Agricultural College (now Kansas State University), and his papers reflect this activity. The entire collection has been microfilmed, and the film is available through interlibrary loan; a published guide is available.

Atchison, Topeka & Santa Fe Railway Company, Records

Holdings include executive, agricultural, land-sale, and other corporate records of the Santa Fe, its predecessors, and subsidiaries. Land sales records are arranged by legal description (township and range) or by contract number. These records include the purchaser's name, amount of land purchased, price, and terms of sale. **Our holdings do not include individual personnel files which are routinely destroyed by the company.**

Charles Stuart Bowman, Papers, 1861-1864. Collection no. 290

Bowman was an U.S. Army officer involved in recruiting men in Kansas during the Civil War. A large part of the collection consists of enlistment papers of soldiers joining Kansas Civil War units and includes muster rolls and records dealing with various aspects of recruitment, pay, stores, and other military matters. An unpublished folder list is available.

Joseph Little Bristow, Papers, 1894-1925. Microfilm rolls MS 446-564

Bristow was a farmer, newspaper publisher, civil servant, and politician. The collection includes correspondence and assorted material which deals with most state and national issues of the period. It contains a significant amount of material on the Midwestern Progressive movement after 1906. Bristow was also chairman of the Kansas Public Utilities Commission from 1909 to 1915; the collection reflects these interests and activities. The collection is on microfilm and available through interlibrary loan; a published guide is available.

Frank Carlson, Papers, 1950-1968. Collection no. 92

Frank Carlson has served as a governor of Kansas and has represented his home state in both the U.S. House and the Senate. The collection consists of his senatorial papers and includes correspondence and supporting material for issues that were before the Senate during his tenure. An unpublished guide is available.

Church records

The collection includes a large quantity of membership and

other records of Kansas churches, most of them on microfilm and available through interlibrary loan. The manuscripts card catalog and the manuscripts microfilm guide in the Research Room or the reference staff can provide information about records in specific cities or counties.

William Elsey Connelley, Papers, 1878-1931. Collection no. 16

This collection contains the papers of Connelley, author and secretary of the Kansas State Historical Society from 1914 to 1930. The collection contains personal papers, manuscripts, and research materials collected and used by William Connelley in his published works. An unpublished guide is available.

Dead Town List ("Little Known or Extinct Towns in Kansas," by Mary Emma (Milner) Montgomery). Open reference and on microfilm rolls MS 1165-1170

Compiled in the 1930s, these volumes list Kansas towns that were no longer extant. They include the location of the former town by township and range, post office information, and references to sources in Kansas State Historical Society collections that contain information about the town. A copy of these "dead town" books is located on the Kansas reference shelf; the collection has also been microfilmed and is available through interlibrary loan.

Thomas Ewing, Jr., Papers, 1856-1908. Microfilm rolls MS 569-570

Ewing was involved in a number of early Kansas business deals. He was a lawyer; was in business with his brother-in-law, William T. Sherman; made investments in cotton with his brother, Hugh Ewing; was involved in the sale of the Cherokee Neutral Lands; and was active in the economic and political development of Kansas Territory. The collection contains four letterpress copy books of correspondence, several account books, and assorted other papers. Very little relating to his Civil War activities exists in the collection. The collection has also been microfilmed and is available through interlibrary loan; a published guide is available.

Funeral home and cemetery records

The manuscript collection includes the business records of a number of funeral homes in Kansas, most of them on microfilm. Specific listings for individual cemeteries and funeral homes may be found in the manuscripts and Kansas Library card catalogs and the manuscripts microfilm guide in the Research Room. All of the microfilm listed is available through interlibrary loan.

Grand Army of The Republic, Department of Kansas, Records. Collection no. 126

State headquarters holdings include fiscal records and reunion registers (1879-1936) (microfilm rolls MS 1047-1052); post charters; quarterly, semi-annual, or annual reports (including names of officers and new and discontinued or deceased members) and registers of reunions; and various other post records submitted to the State office. Records of individual posts include minutes; lists; rosters; and quartermasters', adjutants', and medical records. Microfilmed minutes and a roster, 1882-1927, of O. M. Mitchell Post #69, Osborne (roll MS-1100.01); minute books, 1899-1906, of Gilpatrick Post #180, Garnett (roll MS-1680); records of Mulberry Grove (now Mulberry) Post #183, 1883-1910 (roll MS-72); and minutes of White Cloud Post #332, 1884-1891 (roll MS-984.02) are available through interlibrary loan. Library collections include a G.A.R. necrology list (an index to the encampment proceedings that include information on deaths) and an indexed 1894 roster of members, both on open reference shelves in the research room.

Clifford R. Hope, Papers, 1927-1957. Collection no. 50

Clifford R. Hope of Garden City served as a member of the U.S. House of Representatives for thirty years. The collection consists almost exclusively of his Congressional papers which reflect a variety of issues important to western Kansas from the late 1920s through most of the 1950s. An unpublished guide is available.

Kansas Inspection Bureau, Fire Insurance Rates Booklets,

1890-1944. Collection no. 100

These booklets were used to determine rates and list the county, population, and location of businesses in each town. Individual properties are listed, often with business names and sometimes with construction information about buildings. These records complement the Sanborn fire-insurance maps in the map collection which also provide information about buildings and their construction. An unpublished guide is available.

Kansas Postal Information Society, Post Office Notes, 1828-1961. Microfilm rolls MS 1080-1081

This collection is arranged alphabetically by town and lists all post offices and postmasters in Kansas. Specific post-office locations are not included. The microfilm is available through interlibrary loan.

Kansas Town and Land Company, Records, ca. 1886-1910. Collection no. 130

The Kansas Town & Land Company (KT&L) was the land sales subsidiary of the Chicago, Rock Island and Pacific Railway. These land sales records include Kansas, Colorado, and Oklahoma. Each town's records include contract number and deed files for each property. The following information is included: legal description, purchaser's and spouses names, amount of land bought, price, and terms. A descriptive finding aid to the collection is available. KT&L correspondence and contracts, 1888-1905, but not town files, have been microfilmed (rolls MS 1024-1036) and are available through interlibrary loan. An unpublished guide is available.

Alfred M. Landon, Papers, 1915-1950. Collection no. 10

Landon served as governor of Kansas and was the 1936 Republican presidential candidate. The collection relates primarily to the 1936 campaign but also contains papers pertaining to Landon's business and personal life. An unpublished guide is available.

Livestock Brands, 1855-1937. Collection no. 171

Arranged by county. Records include the names of registrants, dates of registrations, and descriptions and locations of brands. Other brand records are in state archives and library holdings.

Chester Isaiah Long, Papers, 1890-1928. Collection no. 42

Long was a lawyer and politician who served in the Kansas Senate, U.S. House of Representatives, and U.S. Senate. His papers include lists of individuals by county and township. We believe these lists are related to elections and include names of persons working in Republican politics, circa 1906-1908. Most of the collection has been microfilmed (rolls MS 573-603) and is available through interlibrary loan. A published guide to the microfilm is available.

Military history, Collection, 1840-[1973]. No. 617

Assembled collection of documents relating to the military in Kansas and the Great Plains. Many of the documents contain information about individuals and complement the records of the Kansas Adjutant-general's Office in state archives holdings. Included are musters and other enrollments, abstracts of payments and equipment issued, passes, personal papers of soldiers, diaries, registers of casualties, court-martial proceedings, and personnel cards. The collection also includes records of the Paymaster's Department, Fort Leavenworth; captured Confederate Army hospital records and muster rolls; muster rolls and other records of African American Civil War units raised in Missouri; and a list of survivors of the 18th and 19th Kansas Cavalry regiments. Organized by time period. A folder list is available.

Native American records

A number of collections contain information about Native peoples in Kansas and the Great Plains. Included are documents relating to Native lands, missions, annuity and allotment payments, and censuses and enrollments, as well as a variety of other topics. Individual collections and their contents are listed in a separate guide. Some of the censuses, land records, and enrollments such

as accepted and rejected Five Civilized Tribes enrollments and Indian census rolls, 1885-1940, have been microfilmed, and the film is available through interlibrary loan.

New England Emigrant Aid Company, Records, 1854-1909. Microfilm rolls MS 619-627

This collection includes lists of persons who came to Kansas under the sponsorship of the company. The microfilm is available through interlibrary loan. A published finding aid is available.

Charles & Sara T. D. Robinson, Private Papers, 1834-1911. Microfilm rolls MS 640-652

Correspondence, diaries, writings, accounts, and papers of Charles Robinson, Kansas' first governor, and his wife Sara. Charles was an agent of the Massachusetts Emigrant Aid Co., and he and his wife were active in the free-state (anti-slavery) controversy. Charles was the free-state (unofficial) "governor" of Kansas Territory. Sara wrote a book on Kansas entitled *Kansas, Its Interior and Exterior Life*. The collection reflects these interests, their involvement in the University of Kansas, and politics. The collection has been microfilmed, and the film is available through interlibrary loan; a published guide is available. Charles' gubernatorial records are part of the state archives holdings.

George Allen Root, Papers, 1895-1949. Collection no. 490

Root was the first curator of archives (State Archivist) at the Kansas State Historical Society. This collection reflects his interests in Kansas and Shawnee County history. It includes correspondence, notes on various subjects of Kansas and Shawnee County history, records of the American Pioneer Trails Association, notes on Native American groups and African Americans in Kansas, and several volumes of a diary that he kept.

J. C. Ruppenthal, Papers, 1881-1925. Collection no. 86

Ruppenthal was a judge, local historian, and genealogist. His papers include a number of lists of teachers, residents, veterans,

and other groups as well as much local history information for several counties in northwest Kansas.

United Spanish War Veterans, Records. Collection no. 142

The collection consists of membership cards containing much genealogical information. Publications of the association are in the division's library collections.

*U.S. Bureau of Land Management, Kansas Tract Books.
Microfilm rolls MS 321R-368R*

Documentation showing the transfer of land from the U.S. General Land Office to the first private owner. Arranged by volume representing the legal description (range, township, section) of the property. Each entry includes the name of the person obtaining the land; the acreage; price paid, if any; and sometimes applicable patent and certificate numbers that correspond to land-entry records in the National Archives. Records of later land transfers are in county Registers of Deeds offices. With the land records are maps showing the original land surveys by legal description; the maps do not show individual land holdings or name landowners. This microfilm is not available through interlibrary loan. A microfilm roll list is available.

World War I Kansas Soldiers. Collection no. 49

After the war the Historical Society, the American Legion, and other organizations solicited information on Kansas veterans, primarily those in the 35th and 89th divisions. These files include biographical information and often photographs of those who served. An index is available at the reference desk.

MAPS AND ARCHITECTURAL DRAWINGS

The Library and Archives division holds over 25,000 maps and 9,000 architectural drawings in its map collection. Included are manuscript and printed maps, map reproductions, and architectural drawings. Primary access to the collection is through a card catalog divided into author, subject, title, and chronological sections, available in the research room. Some specific sets of maps, such as Kansas Department of Transportation county highway maps, have lists or databases describing individual maps in the set.

Maps can show such details as how terrain, rivers, cities, roads, and railroads changed over time; the roads or railroads people used to travel from place to place; property ownership; details and placement of buildings; changes in county boundaries; and locations of now-extinct communities. The Kansas map holdings are particularly strong in nineteenth century state maps, county maps, and maps and plats of cities, Indian lands, military exploration, railroad development, and roads and trails. Other Kansas subject areas represented include waterways, surveys, schools, geology, and battles. The division is a depository for United States Geological Survey maps of Kansas and neighboring states. It also receives maps produced by several Kansas state agencies.

Less well known is the collection of non-Kansas maps containing both originals and reproductions dating from 1550 to the present. Almost all states are represented, as are many large cities and a number of countries. There is also a small collection of early maps of the New World and maps showing American military involvement in Europe and Asia.

LAND SURVEY MAPS Some maps created by state agencies in the course of their official activities and no longer needed for current business have been accessioned into the state archives holdings and are retained with other records of the creating agency. This includes original land survey maps of the state needed for confirmation of section corners by surveyors. These maps form part of the records of the Secretary of State (record group 622). Microfilm copies of the state's copy of the original land survey maps (reels AR 137-143) and a microfilm copy of the federal Bureau of Land Management's set (reels MS 362R-368R) are available for use in the research room. In addition to the maps, the state archives also holds the surveyors' original field notes. Additional information about the land survey maps or field notes can be obtained by contacting the division at (785) 272-8681 ext. 322.

ATLASES AND BOUND MAPS Some maps removed from books and other printed materials have been retained in library collections. Bound volumes of world, United States, and state and county atlases and plat books for Kansas and other states are also part of the library's collections.

ARCHITECTURAL DRAWINGS Drawings include businesses, private homes, historic buildings, and architects' copies of plans of buildings constructed by the state of Kansas. The state's copies of plans of state buildings are in the state archives holdings or held by the Division of Architectural Services, Kansas Department of Administration. Many of the architectural drawings in the collection are of bridges and similar structures built by the

Missouri Valley Bridge and Iron Works Company of Leavenworth. Related records of the company are in the manuscript collections. Drawings and related records of the Manhattan (Kansas) firm of Wolfenbarger and McCulley are also available, as are smaller quantities of drawings from several other firms.

MAPS USEFUL IN HISTORICAL AND GENEALOGICAL RESEARCH Below are descriptions of some types of maps held by the Kansas State Historical Society's Library and Archives Division. These are listed to show the diversity of maps in the collection.

Property ownership maps

A number of late-nineteenth and early-twentieth century county maps were intended as wall maps showing land ownership in rural areas; these are cataloged under the subject heading **REAL PROPERTY** and under the name of the county. These maps are also useful in finding roads and other features in rural areas; sometimes they will also contain inset maps showing towns in the county. Other maps produced by surveying firms, land-title companies, county appraisers, and others also show land ownership. If land ownership is featured on the map, this is indicated on the catalog card.

Atlases and plat maps

A large number of county atlases and plat books, many showing land ownership, are available on microfilm, and most are available through interlibrary loan. A compiled listing of these atlases is available on the open reference shelves in the research room.

U.S. Geological Survey quadrangle maps

U.S. Geological Survey (USGS) quadrangle maps are very detailed and show a variety of features **but not individual land tracts or ownership**. They *can* be used, however to show elevations, terrain, roads, railroads, forests, and other detailed features. The earliest USGS maps were published beginning in

1884 and revised or reprinted as late as the 1920s. Each map included an area of 30 minutes (one-half degree) of latitude by 30 minutes of longitude or about 20 by 44 miles. Most of Kansas was mapped by the USGS at this time. Between the two world wars, the USGS published a more detailed series of maps which included 15 minutes of latitude by 15 minutes of longitude or about 10 by 22 miles. In addition to the features on the 30-minute maps, these maps showed contours (lines depicting land elevation) and buildings in rural areas. Only a small amount of Kansas was mapped during this period. After World War II, the USGS began mapping at a more detailed scale; each map is 7½-minutes of latitude by 7½ minutes of longitude or about five by eleven miles; there are over 1560 maps needed to completely cover Kansas. These maps show all the same features as the 15-minute maps but also include fence lines, power transmission lines, and other more detailed features. We have these maps for all of Kansas, surrounding States, and a few from other States.

Road and trail maps

Before the arrival of the railroad, most maps showed major roads and trails. In Kansas, this included the period from 1855, soon after the beginning of the territory, until about 1871. Few maps from the early 1870s until about World War I show roads because of the domination of the railroads; exceptions to these are county atlases and plat maps. A significant pre-railroad map showing roads in great detail in Kansas is Ado Hunnius's *State of Kansas*, March 1870. The advent of the "horseless carriage" renewed an interest in roads, and road maps began reappearing in the late 1910s; the first official Kansas State highway map was published in 1918. The collection contains many road maps from about 1915 until the present.

Railroad maps

During the years from 1870 until World War II maps showing railroads were published and widely circulated. Often these maps show not only major and short-line railroads but also allied express companies and many towns along railroad lines that have not

survived, thus the maps can be a good source of "dead town" information when used with other resources in the society's library and manuscripts holdings. The Kansas Board of Railroad Commissioners began publishing detailed official State railroad maps in 1885, and the Kansas Corporation Commission still publishes the official railroad map.

Kansas State Board of Agriculture maps

Beginning in 1874, the Kansas State Board of Agriculture published extremely detailed annual and biennial reports that are full of statistical information about Kansas, its people, and its products. Each of these reports for the first fifteen years includes very descriptive statistics about each county including small but detailed maps of each county.

Sanborn fire-insurance maps

Extremely detailed maps of urban areas were produced by the Sanborn Map Company and other firms and sold to fire-insurance companies so they could use the information about each property to assign a risk factor for underwriting purposes. These maps show individual properties and buildings on those tracts using a complex set of symbols and colors to denote the construction details of each structure. These maps are very useful in building restoration and determining when a structure was constructed. They also show lots and streets with names and numbers and features of the urban landscape. Each volume includes indexes of street names and significant buildings. Original mapping of Kansas was conducted by the Sanborn company from 1883 until 1954, and revisions were made as late as 1968. We have all of the Sanborn maps of the State, over 1500 sets, on microfilm as well as a few originals of Topeka, Kansas City, Wichita, and some smaller towns. The microfilm may be borrowed on interlibrary loan; a comprehensive list by city and date is available. Similar information on individual properties in written form may be found in the Kansas Inspection Bureau's *Fire Insurance Rates* Booklets, 1890-1944, in the manuscripts collection.

Out-of-State maps

Our collection includes a number of maps of other states from the colonial period to the present. Detailed maps that may be useful for genealogical research include David Burr's 1839 maps of States and territories at that time, U.S. General Land Office maps, railroad maps, twentieth-century road maps, and maps of cities.

PHOTOGRAPHS & AUDIO VISUAL COLLECTIONS

The photograph collection includes more than 500,000 images documenting the history of Kansas and the Great Plains from the 1850s to the present. Photographs are cataloged by location, surname, and subject. Most Kansas counties are represented, and we try to collect examples illustrating all aspects of life in Kansas. Major collections include the photographs of the Atchison, Topeka and Santa Fe Railroad and Railway and of the photographers Alexander Gardner, L.W. Halbe, Alfred Lawrence, Albert Bierstadt, and H.L. Wolf. The Society's collection contains large holdings of photographs relating to agriculture, military, Native Americans, railroads, cattle industry, and settlement. Many images are available for use in the research room on microfiche. Microfiche may be borrowed or purchased. A small portion of the collection is included on our web site at www.kshs.org

Reproductions of photographs can be ordered through either the research room or the curator of photographs. The cost for reproductions varies depending on the size of print and if a negative for the image is available. The normal darkroom schedule is three weeks. However, we do offer a rush service at an additional charge. For additional information about photograph reproductions, please see pages 70-72.

AUDIO VISUAL COLLECTION The AV collections date from 1890 to the present and is extraordinarily diverse. The bulk of the holdings date from 1950 through 1979. The most significant collections include the Atchison, Topeka, and Santa Fe Archives; John R. Brinkley films and audio recordings; the KSNT and WIBW news film collection; and the Brown vs. Board of

Education Oral History collection. There are also collections relating to agriculture, railroads, and public health and hygiene. Formats include over one million feet of motion picture film, over five hundred reel-to-reel and cassette audiotapes, over five hundred videotapes, and a small number of disc recordings. The binding characteristic of these formats is that they are all machine dependent - a piece of equipment or machine is necessary to view or listen to the content of each item. We have reformatted some of our holdings to more user-friendly mediums. Some motion picture titles have been transferred to VHS videocassettes. These videotapes promote the use of the collection, while protecting and preserving the original film.

Due to the size of the collections and cost of reformatting, most of the materials are only available in original format. Access to these AV materials is limited to research room use. Finding aids and a card catalog by title and subject are available. *Patrons wishing to use the AV collections are encouraged to make advance arrangements.* Many reel-to-reel tapes and disc recordings have been transferred to audio compact cassette tapes. Duplicate tapes are available for loan at no charge through our interlibrary loan program. Reformatting of AV materials is provided on a case-by-case basis, and determined by the curator of AV materials. Information about procedures for ordering AV materials is available at the reference desk.

Acquisition of manuscripts, maps, architectural drawings, photograph, and audio visual materials is almost solely by donation. Staff members are always anxious to learn of or receive research materials relating to Kansas and the west. Persons in the possession of, or having knowledge of such materials are urged to contact the acquisitions coordinator, Library and Archives Division, Kansas State Historical Society Center for Historical Research, 6425 SW 6th Avenue, Topeka KS 66615-1099, telephone 785-272-8681, ext. 277, or email nshebert@kshs.org. See page 44 in this guide for additional information about donations.

STATE ARCHIVES

Since 1905 the Kansas State Historical Society has served as the state archives. State archives holdings include inactive unpublished records of state government with enduring value. These records document the workings of state government. The state archives also collects local records from Kansas counties and towns and is cooperating with the Genealogical Society of Utah in filming local government records. This microfilm is available in the research room, through interlibrary loan, and through the LDS Family History Center system.

Although state archives holdings exceed thirty thousand cubic feet of materials, it should be noted that these records are very incomplete and inconsistent. Thousands of cubic feet of records cover the entire chronological scope of Kansas history from some agencies, such as the Secretary of State's Office and the Kansas Supreme Court. In other instances, such as the Attorney General's Office, the archives holdings are very thorough for some decades and virtually nonexistent for others. Unfortunately we have very few records for several major agencies including the Department of Transportation, the Department of Social and Rehabilitation Services, and their predecessors.

State archives records may be available in original form or on microfilm. Access to most state archives holdings is provided through consultation with a staff member at the reference desk, who will check a computized inventory of our holdings. The archives database is arranged by the office or agency of state government and lists each record series. A record series ideally is a distinct and readily identifiable type of record. Artificial series such as subject files or miscellaneous files sometimes are created as matters of convenience, especially when the original arrangement of documents has been disrupted. Various portions of a single series might exist as paper documents, on microfilm, and

in electronic form.

Finding aids are available for some record series. Indexes exist for several major record series such as penitentiary inmate files, corporation charters, militia rosters, and a survey of World War I veterans; and these indexes are available on microfilm in the research room and through interlibrary loan. Researchers may also be referred to members of the state archives or records management staff for assistance in identifying and locating records relevant to a particular research topic.

Public access to some archives holdings is restricted because of state or federal statutes or administrative regulations that prohibit or limit their disclosure. The staff is required to enforce any restrictions on access applicable to a record series while it still was in the custody of the agency that created the records. This sometimes means that authorization for disclosure must be obtained from personnel in that agency, or that the documents must be returned temporarily to the agency, which will make and implement all public access decisions. Disclosure by the Historical Society staff of the contents of some record series is permitted only after seventy years, or some other period of time, has passed since their creation. The primary Kansas statute related to this matter is the *Kansas Open Records Act* (KSA 45-215 through 45-225). Staff will be pleased to provide information about this law, as well as others related to particular types of records, but we cannot provide legal advice, and we sometimes must consult the Attorney General's Office when complex questions arise about disclosure of restricted archives holdings.

LOCAL GOVERNMENT RECORDS are among the most useful and most overlooked resources for genealogical and historical research. Records produced by local courts, counties, and municipalities document the actions of government and to a great extent, the lives of its citizens.

Limited resources and other considerations make it necessary for

the Kansas State Historical Society to promote the preservation of local records by the offices that created them and by local or regional repositories such as county historical societies and university libraries. Nevertheless, several thousand cubic feet of records created by counties, cities, district courts, townships, and other entities have been transferred to the state archives to ensure their preservation. Efforts are made by the Historical Society to produce or acquire microfilm copies of other particularly valuable local records. Cooperation with the Genealogical Society of Utah in filming local records useful in family history research has been an important part of these endeavors.

Finding aids that list local government records on microfilm are available in the research room and on our website. Original records may be accessed through the local records card catalog or archives database located at the reference desk. The reference staff is happy to conduct database searches and assist you in filling out call slips for original records. More detailed information about local government records may be found on our web site at www.kshs.org/archives/locrec.htm. Our *Guide to Local Government Records in Kansas* is available by mail by contacting our reference staff, or it can be downloaded as a .PDF file from our website at: www.kshs.org/research/findaids.htm.

After consulting archives holdings, researchers are encouraged to contact local historical societies and libraries in the geographic area of research for information on record holdings, hours of operation, research policies, and associated charges prior to visiting or sending requests for information. Local government records have often been transferred to these repositories. Records may also be located in the office of origination, often located at the county courthouse. Please note that the availability of records depends upon the date the county was organized. Not all records are available for every county or city office. Some records may have been lost due to fire, flood, deterioration, and other circumstances. Under Kansas law some records may be closed to public inspection. The *Kansas Open Records Act* (KSA 45-215

through KSA 45-225) should be consulted for further information about open records.

STATE ARCHIVES RECORDS USEFUL IN HISTORICAL AND GENEALOGICAL RESEARCH Many record groups contain information on individuals and families residing in Kansas. Examples include inmate files and ledgers from the State Penitentiary; pardon and parole records from the Office of the Governor; descriptive rolls for Civil War volunteer regiments in records of the Adjutant General's Office; applications for licenses to practice medicine from the Board of Healing Arts and its predecessors; school land sales records created by the Office of the State Auditor; naturalization records from various district courts; vital statistics registers from the offices of county and city clerks; probate court records related to estates; land ownership records created by county registers of deeds; and decennial censuses, annual statistical rolls, and population schedules received from the State Board of Agriculture.

TERRITORIAL RECORDS, 1854-1861

Auditor, 1855-1872

Appointment books; record of appropriations; receipt books; bonds and warrant stubs; daily record of disbursements; ledgers; preemption records; and public accounts papers.

District Courts

Case files, journals, final record, and administrative files.

Executive Department

Election and census returns; correspondence; executive minutes; governor's appointment and commission registers; and oaths of office.

Legislature

House and council journals; dockets; enrolled laws; bills, resolutions, and petitions; apportionment records; and committee reports.

U.S. Surveyor General of Kansas and Nebraska, 1833-1876

Correspondence; maps; contracts and bonds; reports; description of surveyed lands; field notes of surveys; surveyors' examinations in the field; financial records; indexes; journal of office work; records of townships surveyed; registry of letters; survey and valuation records for Indian reserves; and miscellaneous materials.

STATE RECORDS 1861– present. Dates are listed only for record series that are no longer being received by the state archives.

Adjutant General

Rosters, descriptive rolls, muster rolls, quartermasters' records, morning reports, registers of officers' commissions, and other documents about Kansas volunteer regiments and militia or national guard units prior to World War I; photostatic copies of WWI enlistment and discharge records (bonus documentation); selective service lists for WWI and WWII; enrollments of veterans living in Kansas in 1883, 1889, and 1930; national guard unit histories; and correspondence. Indexes to state militia and Civil War volunteers and the 1930 WWI enrollment of veterans are available on microfilm through interlibrary loan.

Administration

Biennial and annual budget requests of state agencies; correspondence; personnel transaction cards for state employees; civil service board hearing files; minutes of meetings about mental hospitals, prisons, and other charitable institutions; lists of prisoners eligible for parole; and architectural drawings from the State Architect's Office.

Agriculture, Board of

Decennial state censuses, 1865-1925; annual statistical rolls and population schedules, including abstracts; correspondence; reports; state fair judging books and other records; and financial records. Indexes to state censuses for 1865 and 1875 are available

on microfilm through interlibrary loan.

Appellate Courts

Case files; appearance dockets; briefs; petitions; transcripts of evidence; decisions; bonds; correspondence; journals; and records of the board of law examiners.

Attorney General

Correspondence; opinion files; staff files; case files from the antitrust, consumer protection, civil litigation, and criminal litigation divisions; files related to major cases such as *Brown v Board of Education of Topeka*, *Kansas v Colorado*, the Clutter murders, and the Wolf Creek nuclear power plant.

Auditor 1861–1975

Correspondence; bond and warrant registers; state treasurers' receipts; vouchers; minutes and tax assessment records of the Board of Equalization and the Board of Railroad Assessors; Department of Post-audit Reports; records of war claims; applications for relief; and material concerning the sale of school land granted to the state to help finance schools, construction of public buildings, etc.

Bank Commissioner

Receivership files for defunct state banks; bank reports; abstracts of annual statements of receipts and disbursements.

Centennial Commission, 1957-1962

Correspondence; fiscal records; minutes; pamphlets; poster; certificates; and other items related to the celebration of the centennial of Kansas statehood.

Corporation Commission

Correspondence, case files, and company annual reports of the Board of Railroad Commissioners; appearance dockets; Wolf Creek nuclear power plant files; industrial revenue bonds files; ICC hearing records; conservation bank files; utilities map; legal files; and annual reports of companies.

Court of Industrial Relations, 1920-1925

Case files containing complaints, briefs, opinions, reports of investigations, and other documents; appearance dockets; orders; and miscellaneous papers.

Education

Annual reports of county superintendents of public instruction; annual elementary, junior high school, and unified school district organization reports; minutes and other records of the State Board of Education; reports of the North Central Association of Colleges and Secondary Schools; correspondence of the Superintendent of Public Instruction; records of teaching and normal institute certificates issued; records of the School Book Commission and the School Fund Commission; Kansas educational exhibit volumes for the 1893 Columbian Exhibition.

Governor's Office

Correspondence (all governors except both Docking and Bennett); subject files; agency files; staff files; legislative bill files; newspaper clipping files; invitation and events files; speech files; annual reports of agencies; proclamations; appointment and resignation files; and records of pardons, paroles, commutations, and extraditions.

Health and Environment

Correspondence; meeting minutes; executive secretaries' files; cause of death and summary of deaths records; aid to counties files; legal case files; hospital certificate of need application files; water pollution control files; industrial air emission permit files; grant files; annual budgets and appeals; single family waste stabilization ponds files; Bureau of Family Health subject files; Bureau of Water Protection project files; public water supply files; general sanitation files; EPA construction grants project files; sewage disposal files; sewage disposal and water supply project specifications; Food and Drug Section investigative case files;

reservoir files; and health occupation credentialing review records.

Healing Arts, Board of

License application files for physicians, osteopaths, chiropractors, and physical therapists.

Historical Society

Correspondence; executive directors' files; financial records; fund raising, grants, and membership files; historic preservation review and compliance files; employee personnel records; subject files; article files from publications office; Education/Outreach subject files; KDOT project plans from archeology office.

Human Resources

Governor's special grants program records; Worker's Compensation Division case files, settlement files, and rehabilitation files; Public Employees Relations Board hearing transcripts and exhibits; prevailing wage determination reports; legal files; local SDA job training plans; fraud and overpayment records; and Labor Department correspondence.

Insurance Department

Annual statements of companies; correspondence; agent licensing and cancellation records; legislation reference files; certificates of authority and related applications; company/agency files; merger and acquisition files; holding company registration statements; hearing files; terminated company files; rules and regulations reference files; examination reports; firemen's relief fund records; market conduct violations; and Citizens' Committee on Legal Liability (tort reform) files.

Kansas Emergency Relief Committee, 1932-1937

Records and reports (photos are in the photograph collections and films are in the audiovisual collection).

Labor Department

Correspondence; cases; reports; labor statistics; investigations;

apprentice program records; material related to the Unemployment Compensation Division; and miscellaneous documents.

Legislative Research

Correspondence, reports, and miscellaneous research materials; and records of the 1960 comprehensive education survey for Kansas.

Legislature

Bill, resolutions, and petitions; enrolled bills and laws; house and senate dockets and journals; dockets of legislative agents and counsel; dockets and other records of committees; records of investigations and impeachment proceedings; financial records; registration of guests; and other legislative material.

Livestock Sanitary Commission, 1884-1939

Correspondence; minute books; inspection records; cash books; records of cattle shipments; and other records.

Penitentiary (state only), 1864-1958

Prisoner files, ledgers, and indexes; parole and pardon records; maximum sentence expiration registers. Indexes to prison ledgers are available on microfilm through interlibrary loan. Use of some records is restricted.

Railroad Commissioners

Correspondence; records of cases and decisions; tariff schedules, operating time tables, and annual reports of railroads; records concerning aid to western Kansas counties; and other documents.

Revenue

Tax Commission public utilities assessment records; applications for emergency warrants and levies; legal case files; legislation reference files; correspondence; planning and research subject files; and subject files of the secretary and the secretary's special assistant.

Secretary of State

Correspondence files; subject files; abstracts of election returns; election campaign financial reports; election candidacy declarations and petitions; political committee reports; statements of substantial interests; records of commissions issued for gubernatorial appointments; official lists of county officers (signature records); corporation charters, annual reports, and related filings; city industrial leases; warehouse bonds; solicitation permit files; railroad car leases; corporation stockholder lists; corporation summonses; labor union reports; legislative document files (bills, resolutions, petitions, etc.), journals, dockets, and special investigation records; lobbyist registrations and reports; enrolled laws; special census records; secretary's appearances files; records of the Commission to Revise the General Statutes; ASCAP files; and land survey reference reports (now filed directly with the Historical Society by surveyors). Indexes to corporation charters are available on microfilm through interlibrary loan.

Workmen's Compensation Commissioner

Awards and orders in docket cases.

DONATIONS & APPRAISAL QUESTIONS

Acquisitions of architectural drawings, audio visual materials, church records, family histories, manuscripts, maps, photographs, and reminiscences are almost entirely through donations and loans from private individuals. Staff members are always anxious to learn of or receive donations of research material relating to Kansas and Kansans, the West, American history, and family history. Items need not have a high monetary value, or concern famous people, for us to be interested in them. Kansas history was lived and made by ordinary people, living out their lives in our state, and the legacy they have left is worth preserving. Persons in the possession of, or having knowledge of such materials are urged to contact the acquisitions coordinator, Library and Archives Divisions, Kansas State Historical Society Center for Historical Research, 6425 SW 6th Ave., Topeka KS 66615-1099, telephone 785-272-8681 ext. 277, or e-mail nsherbert@kshs.org.

Many of our books also come to us through the generosity of authors, researchers, and other supporters of our institution. A significant portion of our genealogy collection, in particular, has come to us through donation by family historians, who have compiled a genealogy for other members of their family. We would appreciate your contribution of a compiled family history to our collections. Local historians have also contributed significantly to our collections through the donation of books, pamphlets, and other related items.

APPRAISAL QUESTIONS The Kansas State Historical Society is unable to provide appraisals of the monetary value of materials offered as gifts, brought in for identification or submitted for any other purpose. Accurate establishment of prices can be a complex procedure, requiring a time-consuming search in auction records and price guides that we are unable to undertake. Appraisers in your area can be located by checking the telephone directory under headings such as "Appraisers" and "Antique Dealers." The Appraisers Association of America, Inc., 541 Lexington Avenue,

New York, New York, 10022, will send a directory of members for a small fee. For printed works and manuscripts, the Antiquarian Booksellers Association of America, Inc., 50 Rockefeller Plaza, New York, New York, 10020 also publishes a directory of members. A list of appraisers in the Topeka, Kansas City, and northeast Kansas area is available upon request from the reference desk.

CENSUS RECORDS

RESEARCH GUIDES

A census is an enumeration of population. In the United States the federal government has conducted a census every ten years beginning in 1790. The primary purpose of the federal census is to determine the number of members of the U.S. House of Representatives designated for each state. Territorial censuses also have been compiled. Special censuses have been taken when special information was required by the government. These special censuses include mortality schedules, slave schedules, enumerations of veterans, and censuses of Native Americans living on reservations. Towns, cities, and states also have taken censuses for various reasons.

CENSUS GUIDES

LAND RECORDS AND SOURCES

MILITARY RECORDS AND SOURCES

NATIVE AMERICAN SOURCES

VITAL RECORDS

KANSAS CENSUSES, 1855–1925 Kansas territorial censuses are available from 1855 to 1860. In addition to the federal census taken on years ending in "0", the state of Kansas took a mid-decade census on years ending in "5" from 1865 to 1925. These include agricultural schedules. All censuses are on microfilm. Kansas federal censuses for 1860 and 1870, and mid-decade state censuses are available to local libraries through our interlibrary loan program. Indexes for selected years are in book form and on microfilm. .

Kansas Territorial Censuses

Censuses are available for 1855–1860. Some list only heads of households or registered voters. Printed indexes for all territorial censuses are located in the research room. Due to preservation concerns we do not make copies from printed census indexes.

Kansas Federal Censuses

Censuses are available from 1860 to 1880 and 1900 to 1920. The 1870 census was destroyed by fire in 1921. Printed indexes exist for the 1860 and 1870 censuses. The 1880 through 1920 censuses are indexed using the soundex coding system. This system uses phonetic index names. The *Soundex Reference Guide* can be used to find the soundex code for



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a surname. The soundex for 1880 includes only families with children under age ten. Subsequent soundexes include all household members. After April 2002, the 1930 census will be opened to researchers by the Federal government. The Kansas State Historical Society plans to purchase the census for the state on microfilm. There is no soundex or index available for this census of Kansas.

Kansas State Population and Agricultural Censuses

The Kansas State Board of Agriculture conducted a census every ten years from 1865 to 1925. Indexes to the 1865 and 1875 censuses are on microfilm and are available through our interlibrary loan program. Indexes exist for selected counties, cities, and townships after 1875.

The State Board of Agriculture also compiled population schedules and statistical rolls. These enumerations are complete from 1918 through 1979. A few date to 1873. They may include the names and ages of household members, addresses, and agricultural information. Further information about these records is available in the research room.

Special population enumerations were taken when counties organized. Information about these schedules is available from the reference staff.

INFORMATION CONTAINED IN KANSAS CENSUSES

1855 Eligible voters with ages by deciles. Some entries list names of family members, some give the number only.

1856–1859 Legal voters, heads of households, and other residents of the territory.

1860 All members of household by name; includes age, sex, race or color, and state or country of birth.

1865 Same as 1860; also marital status and military record (company and regiment).

1870 Same as 1860.

1875 Same as 1860; also where from to Kansas (state or country).

1880 Same as 1860; also relationship to head of household and birthplaces (state or country) of the parents of each person listed. Parents' names are not given unless they are listed as household members.

1885 Same as 1860; also where from to Kansas (state or country) and military record (condition of discharge, state of enlistment, letter or name of company or command, number of regiment or other organization to which attached, arm of the service, and name of military prison if confined in one).

1895 Same as 1885.

1900 Same as 1860; also relationship to head of household, birthplaces of parents (state or country), month and year of birth, marital status, number of years married, number of children born to mother and number living, occupation, and citizenship.

1905 Same as 1885.

1910 Same as 1860; also relationship to head of household, occupation, citizenship, number of years in the U.S., mortgage holder, marital status, time unemployed per year, deaf, dumb, blind, insane, literacy, whether attends school, birthplaces of parents, number of children born and living, Civil War service, years in present marriage, and mother tongue.

1915 Same as 1885.

1920 Same as 1860, also relationship to head of household, occupation, whether home is owned or rented and status of mortgage, marital status, citizenship status, whether attended school that year, literacy, parents' birthplaces, mother tongue, and whether able to speak English.

1925 Same as 1885; also relationship to head of household, marital status, and citizenship (year of immigration to the U.S. and year of naturalization if naturalized).

1930 Same as 1880; also street address (if living in city or town), ownership or rental of home, radio set, whether living on a farm, age at first marriage, attended school or college since Sept. 1, 1929, ability to read and write, language spoken in home prior to arrival in U.S., year of immigration, naturalization status, whether able to speak English, occupation, type of place where employed, class of worker, veteran of U.S. military and which war. *This census remains closed to the public until April 2002. KSHS will purchase the 1930 census for the state of Kansas; at the time of printing, it is unknown when these records will be available to researchers at our facility.*

KANSAS CENSUS INDEXES, 1855–1925

1855 Entire state available in book form (reference shelf) and on microfilm.

1856–1858 Entire state available in book form (reference shelf).

1859 Entire state available in book form (reference shelf).

1860 Entire state available in book form (reference shelf) and on microfilm.

1865 Entire state available on microfilm. Osage, Ottawa, Pottawatomie, Riley, Saline, and Wabaunsee Counties available through the library card catalog.

1870 Entire state available in book form (reference shelf). State mortality schedule available in book form (reference shelf). Bourbon, Crawford, Davis, Dickinson, Doniphan, Greenwood, Johnson, Pottawatomie, Riley, Saline, Sedgwick, and Wabaunsee Counties available through the library card catalog.

1875 Entire state available on microfilm. Crawford, Dickinson, Douglas, Jefferson, Pawnee, Phillips, Riley, Sedgwick, and Wilson Counties, and the city of Salina available through the library card catalog.

1880 Soundex for each household with a child ten years or younger available on microfilm. State mortality schedule available in book form (reference shelf). Brown, Clark, Clay, Crawford, Davis, Dickinson, Ellsworth, Lane, McPherson, Marion, Marshall, Mitchell, Montgomery, Morris, Nemaha, Pottawatomie, Pratt, Reno, Republic, Riley, Wabaunsee, and Wilson Counties, and the city of Parsons available through the library card catalog.

1885 City of Topeka available on microfilm. Crawford, Jefferson, Riley, and Wilson Counties available through the library card catalog.

1895 Clay and Ness Counties, the cities of Topeka and Fort Scott, and Soldier and Topeka townships in Shawnee County available on microfilm. Riley and Wilson Counties available through the library card catalog. Thomas and Trego Counties and the cities of Hutchinson (Reno County) and Pittsburg (Crawford County) available in card form in the research room. Additional selected counties are available on-line at the reference desk.

1900 Soundex available on microfilm. Elk, Riley, and Wilson Counties available through the library card catalog.

1905 The cities of Fort Scott, Hutchinson, Kansas City, Lawrence, Leavenworth, Ottawa, Pittsburg, Salina, Topeka, and Wichita, and Soldier and Topeka townships in Shawnee County

available on microfilm. Wilson County available through the library card catalog.

1910 Miracode available on microfilm. Johnson and Riley Counties available through the library card catalog.

1915 The cities of Fort Scott, Kansas City, Leavenworth, Pittsburg, and Wichita, and Soldier and Topeka townships in Shawnee County available on microfilm. Kiowa County available in card form. Street address indexes for Atchison, Lawrence, and Topeka available.

1920 Soundex available on microfilm.

1925 Soldier and Topeka townships in Shawnee County available on microfilm. Street address indexes available for Abilene, Arkansas City, Atchison, Chanute, Coffeyville, Dodge City, El Dorado, Emporia, Fort Scott, Great Bend, Hutchinson, Independence, Iola, Junction City, Kansas City, Lawrence, Leavenworth, McPherson, Manhattan, Newton, Olathe, Ottawa, Parsons, Pittsburg, Salina, Topeka, Wellington, Wichita, and Winfield.

1930 No Soundex or index available for Kansas.

Additional census indexes may be available as the library continues to add research materials to the collections. Please contact the reference staff with inquiries about census indexes for specific counties and years.

KANSAS NONPOPULATION SCHEDULES Federal mortality schedules and indexes are available for 1860, 1870, and 1880. Agricultural schedules are included with population schedules in the state decennial censuses. Additional statistical compilations from federal censuses through 1990 also are available.

NON-KANSAS CENSUSES, 1790–1920 Federal censuses from 1790 through 1850 for all states are available on microfilm in the research room. Limited out-of-state censuses from 1860 to 1920 are available. The “Out of State Census Summary” handout contains information about non-Kansas census holdings, slave schedules, and mortality schedules and is available at the reference desk.

LAND RECORDS AND SOURCES

Land records include information that can locate an individual in a specific place at a specific time. There are many different types of land records depending on how and where land was acquired. Deeds are the most common type of land record. They have been issued in all periods of American history. Deeds may include information on family relationships, dower rights, and slave

ownership. Millions of land grants and patents were issued by the federal government and by the original thirteen colonies and several states. Records of land grants include application files and the patents themselves. Homestead files contain family information such as claimant's name, age, and post office address. The files describe the tract and the house, date the establishment of residence, give the number and relationship of the members of the family, and note citizenship, crops, acres under cultivation, and testimony of witnesses. They also may include naturalization papers. Before July 4, 1836, the president of the United States signed land patents. After July 4, 1836, the president was authorized by Congress to appoint a secretary to sign the president's name on patents. Bounty lands were offered to veterans in lieu of pay for services. Although many soldiers claimed their land they often sold it and never settled on it. Applications for federal land grants and patents, including bounty land patents and homestead records, are available from the Textual Reference Branch-Land (NWDT1), National Archives, Washington, DC 20408. Request form NATF 84 for a search in land records in the National Archives.

Kansas is a public domain state, meaning the federal government sold or gave away Kansas land. The transfer of land from the federal government to the first private owner by purchase, homestead, timber claim or land bounty, is described in the *Kansas Tract Books*. These books list land by legal description (township and range). They include a description of the tract, the number of acres, the rate (in dollars) per acre if applicable, the purchase amount if applicable, the name of the purchaser (grantee), the date of sale, etc. The tract books are on microfilm but is not available through interlibrary loan. A finding aid listing the tract books by range and township is available in the research room

Subsequent land transactions are recorded in the Register of Deeds office in each county. The library and archives division collections include microfilm copies of some deed records for some Kansas counties. These records are listed in the local records finding aids.

The reference staff is happy to help patrons locate these records. The reference staff can also direct patrons to the Register of Deeds offices in counties for which we have no records.

The federal government granted a significant amount of Kansas land to various railroad companies to encourage railroad expansion. The railroad companies in turn sold much of this land to private individuals. Land sales records of the Atchison, Topeka & Santa Fe Railroad Company and the Kansas town & Land Company, a subsidiary of the Chicago, Rock Island & Pacific Railroad, are in manuscript collections. The AT&SF land sales records include the name of the purchaser and terms of sale. They are arranged by contact number and are indexed by range and township. The records of the Kansas Town & Land Company are arranged by town. A narrative finding aid is available in the research room.

Other sources of land ownership information include county atlases. Atlases contain plat maps of townships that show owners of individual parcels of land. These atlases date from about the 1880s to the 1920s. A listing of Kansas atlases is available in the research room and on our web site. Atlases for states other than Kansas are listed in the general card catalog.

Original maps showing land ownership are listed in the map card catalog. Maps are cataloged by subject and chronologically thereunder. Manuscript collections include a small collection of individual land patents. These are listed in the manuscripts card catalog.

FEDERAL LAND RECORDS The Textual Reference Branch of the National Archives (NARA) has custody of the land entry files for federal public domain states and the central office tract books for western public domain states. These records originated with the U.S. General Land Office and are now among record group 49, records of the Bureau of Land Management. Federal land records document only the first transfer of land from the

United States to another party. Records of later land transactions may be found in county or state records. There are federal land records for all states except the original thirteen states, Vermont, Kentucky, Tennessee, Maine, West Virginia, Texas, and Hawaii. These states were never part of the federal public domain.

Most land entry files for the years 1800-1908 are arranged by state, land office, type of entry (cash, homestead, timber, etc.), and land entry file number. Only some files are indexed. Post 1908 land entry files are arranged numerically by patent number. There are name indexes for these records at NARA.

Military bounty land records are arranged by act of Congress, certificate number, and, for warrants under the acts of 1847-1855, by the number of acres granted. There are indexes for the Revolutionary War and most of the War of 1812 warrants.

MILITARY RECORDS AND SOURCES

Research collections include both primary and secondary source materials for Kansas. The library collection includes sources for non-Kansas records and for historical periods before the establishment of Kansas Territory. Records of the office of the Kansas adjutant general, which include rosters, muster rolls, and records of officers' commissions are in the state archives. Some military records can be found in the manuscript collection. The photograph collection includes a few unit photographs. Military records of genealogical value have been identified and are listed in the *Kansas Military* finding aid available in the research room.

Our holdings do not include comprehensive U.S. military service records. To request U.S. military service records prior to World War I contact the General Reference Branch of the National Archives, Washington, DC 20408, and request NATF Form 80. To request U.S. military service records from World War I to the present contact the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132. Information on U.S. veterans records may be obtained through the National Archives or the U.S. Veterans Administration, 818 Vermont Avenue, N.W., Washington, DC 20420. Information on soldiers buried in national cemeteries may be obtained from the Director of the National Cemetery System, Veterans Administration, Washington, DC 20420. Records of U.S. soldiers' homes are available through the National Archives.

TYPES OF MILITARY RECORDS AVAILABLE The following illustrates the types of materials available at the Kansas State Historical Society, but this is not a complete list of holdings.

Territorial

Official records of the territorial militia (proslavery) are limited. However, some muster rolls and lists of free-state forces are in the manuscript collection and in the Records of the Territorial Executive Department in the state archives.

Civil War

Both the Kansas militia rolls and the muster rolls for Kansas volunteer regiments are on microfilm. Some descriptive rolls for Kansas volunteer regiments also are on microfilm. The descriptive rolls contain personal information but the muster rolls do not. A printed index to the militia rolls is available in the research room. The militia was called up in response to specific threats and most units served for only a short period. The Kansas Adjutant General's Report, 1861-65 contains unit histories and rosters for Kansas volunteer regiments. It is available in the research room, along with an index. The manuscript collection also contains some

muster rolls of U.S. volunteers. Private papers (manuscripts) and the library collection also include information about and/or lists of individuals and their services. The 1883 enrollment of veterans, their widows and orphans living in Kansas is available on microfilm. It is arranged by county and thereunder by the first letter of the surname. A printed listing of pensioners residing in Kansas in 1883 is available in the research room. It includes pension certificate numbers. Pension records are available from the National Archives.

Grand Army of the Republic

The GAR was the veterans organization for Union soldiers. Records of the GAR Department of Kansas, 1879–1936, and individual post records are available. Annual proceedings include lists of deaths indexed in the *Kansas GAR Necrology List*, in the research room. An 1894 roster of members with an index is also available.

Indian Campaigns

Holdings include copies of National Archives microfilmed post returns. These are cataloged in the manuscript collection. These returns list the names of officers at each post. Records of post hospitals also are available as are rosters of the Eighteenth and Nineteenth Kansas volunteer regiments.

Spanish–American War

The *Twelfth Biennial Report of the Adjutant General of the State of Kansas* includes rosters and unit histories. An index is available in the *Kansas Military* finding aid. Archives holdings include muster rolls (on microfilm), descriptive lists, accounts of pay and clothing, casualty returns, and miscellaneous files. The manuscript collection includes a few muster rolls and related records, and alphabetical membership cards for the United Spanish War Veterans (USWV), a veterans organization. *Taps*, a USWV publication, contains death certificates of members that include service record, name and address of widow, places and dates of birth and death, and place of burial. An index is available.

World War I

The manuscript collection includes files on Kansas veterans (primarily the Thirty-fifth and Eighty-ninth Divisions) compiled after the war by the Kansas State Historical Society, the American Legion, and other organizations. These files contain biographical information, sometimes family information and photographs, and occasionally World War I correspondence. A card index is available. Registers of soldiers returning through New York City and hospital addresses of the sick and wounded, compiled by the Kansas Welcome Association, also are in the manuscript collection. Additional materials are described in the “Kansas Military” finding aid. State archives holdings include a 1930 enrollment of veterans (indexed), muster rolls of the Kansas National Guard, photostatic copies of enlistment and discharge papers for members of U.S. armed forces units, and lists of applicants for state bonus payments. Alphabetical draft registration cards for Wilson (surnames H–Z), Woodson, and Wyandotte Counties, 1917–1918, with address, occupation, personal description, and names of relatives, are on microfilm. Selective Service classification books for Wyandotte County, 1917–1918, arranged by order number, also are on microfilm. A list of Kansas casualties with names of “friends and relatives of deceased soldiers” is included in the printed Adjutant General’s Report. The library collection includes *Kansas Casualties in the World War*, rolls of honor, and additional historical material.

World War II

Library holdings include honor rolls for selected counties. Archives records include a list of Kansans who served, arranged by draft board. It is not indexed. Records of Kansas POW hospitals and camps are on microfilm. Information on Camp Concordia may be found in the library collection.

Veterans

Enrollments exist for 1883, 1889, and 1930. Records of the Kansas State Soldiers Home are in the state archives. Portions of

these records are on microfilm. Grand Army of the Republic and United Spanish War Veterans records have been described previously.

NATIVE AMERICAN SOURCES

Researching Native American ancestry can be both exciting and frustrating. Locating sources about a non-literate society requires the use of a variety of governmental and unpublished sources. The researcher should read handbooks and manuals concerning the types and scope of sources available to the genealogist. They will explain the time periods and depth and limitations of specific materials. It is also important for the researcher to determine the tribe of which the ancestor was a member.

Most Native American research sources were created by the U.S. government. These materials are held by the National Archives and its branches. The Center for Historical Research has a limited selection of genealogical and historical documents and published items helpful to the family researcher. They concern tribes which once owned tribal lands in Kansas as well as some residing in

Oklahoma.

Library materials

Selected transcribed or abstracted censuses, annuity rolls and enrollment lists have been published in book form or in magazine articles. Records also appear in the U.S. Serials set as reports to Congress. Handbooks, manuals, and basic reference guides explain the types of existing sources, their repositories, and how to conduct genealogical research. Library collections also include a few recently published Native American family histories.

Manuscripts

Included are the original, unpublished papers of early missionaries and government officials who were associated with Kansas tribes. Examples are the John G. Pratt papers and the James Burnett Abbott papers. These collections include land allotment rolls, tribal censuses, and maps showing assigned lands. Records such as the Jesuit Mission and College records at St. Marys include baptismal, marriage, and funeral records.

Microfilm copies of the Enrollment Cards of the Five Civilized Tribes, 1898-1914; and the Indian census rolls, 1885-1940, have been recently added to the collections. Tribes represented in these records include the "Five Civilized Tribes," Shawnee, Pottawatomie, Kiowa, Quapaw, Kickapoo, Osage, Kansa, Chippewa, Pawnee, Iowa, and Sauk and Fox. These microfilm rolls are available through interlibrary loan.

State Archives

State archives collections include original state, local, and selected federal documents related to Kansas. The records and maps of the U.S. Surveyor General show Native American lands of the pre-territorial and state periods. The 1857 territorial census contains a tribal enumeration and land allotments of Shawnee tribal members. Local records from county courthouses occasionally include land records and allotments of native tribes. The Office of the Johnson County Clerk of Courts contains

information about Shawnee Indian reservations, 1860-1877. The County Register of Deeds records includes Shawnee Indian land patents, 1854-1859; land transfer records, 1859-1870; and Shawnee Indian abstracts, 1860-1874.

VITAL RECORDS

Vital records are important sources of genealogical information because they record the pivotal events in a person's life: birth, marriage, and death. Unfortunately most states did not begin keeping official records until the twentieth century. The State of Kansas began recording births and deaths on July 1, 1911. Marriage records were recorded beginning on May 1, 1913. Copies of these records are available through the Office of Vital Statistics, Landon State Office Building, Room 151, 900 SW Jackson Street, Topeka, KS 66612-1221; 785-296-1400.

Before state registration began in 1911 and 1913, births, deaths, and marriages may have been recorded in the town or county clerk's office where the event occurred. Most vital records that have survived are in the counties in which they were created. They may be found in the office in which they were recorded or in the local historical or genealogical society. The information contained in these early records varies from place to place. There is no comprehensive state-wide index for these records. Formal birth and death records do not exist at the county level for Kansas prior to 1885, although church records, newspapers, cemetery records, and other materials may contain such information.

The Kansas State Historical Society has a few original vital records, primarily on microfilm. Please consult the local records and vital records card catalogs in the research room for a list of our holdings. The local records catalog is arranged by county and office. The vital records catalog is arranged by county and creator. Due to changes in county boundaries or mergers, patrons may need to consult more than one county listing.

INFORMATION THAT MAY BE FOUND IN

BIRTH RECORDS

- ▶ Child's name
- ▶ Date of birth
- ▶ Place of birth
- ▶ Parents' names (and sometimes mother's maiden name)
- ▶ Place of residence if different from place of birth.

MARRIAGE RECORDS

- ▶ Names of bride and groom
- ▶ Date
- ▶ Place

DEATH RECORDS

- ▶ Name of deceased
- ▶ Death date
- ▶ Place of death
- ▶ Cause of death
- ▶ Age at time of death
- ▶ Occupation
- ▶ Place of birth
- ▶ Names of parents and their places of birth
- ▶ Name of spouse
- ▶ Name of person giving the information and the informant's relationship to the deceased
- ▶ Race is listed in some records.

ADDITIONAL SOURCES OF INFORMATION

Cemetery/burial records, local newspapers, justice of the peace records, church records, family records, and censuses may include information similar to that provided through official vital records.

REFERENCE SERVICES

REFERENCE SEARCHES Individuals are welcome to write, phone, or e-mail the Kansas State Historical Society for specific research information. Staff will search card catalogs, indexes, and finding aids in response to such requests. Patrons will receive a written reply upon completion of a search. We cannot guarantee that the information the patron is seeking will be found. Patrons needing additional assistance may need to contact a local, private researcher from the list of researchers included with the reply. Patrons requesting extensive research will be referred to a private researcher. The head of reference or the Library and Archives Division director must approve additional searches of library, manuscript, and archive materials.

NEWSPAPER SEARCHES Staff will search Kansas newspapers on microfilm for obituaries and other items when the patron can provide the name of person and type of event, *exact date* of the event, and *exact location*. Staff will search for a maximum of two names or events per newspaper search request. Newspapers on microfilm are available to patrons through our interlibrary loan program at no charge.

CENSUS SEARCHES Staff will perform a search in one census year for one family, when a census index is available. Due to staff limitations we are unable to do census searches of unindexed censuses, and may be limited in our ability to fulfill requests for searches in indexed years when very common names are involved.

Kansas state and selected federal censuses are available on microfilm to local libraries through our interlibrary loan program. Patrons also may be referred to private researchers.

CHILDREN'S SERVICES All children in grades K-12 researching a Kansas history topic will receive information from our "K-files" at no charge. Children requesting general information on Kansas history will receive a packet that includes brochures, handouts, and a bibliography for further research.

REFERENCE SERVICE FEES Out-of-state residents will be charged a \$10 fee payable at the time of request. The out-of-state research fee is waived for members of the Kansas State Historical Society. We ask Society members to please notify us of their membership status so we do not assess a research fee. Please note that the research fee does not guarantee results; we still must charge for the search time involved, even if we do not find the information you are seeking. Responses will include up to five photocopies when information is available. Please refer to pages 69-74 in this booklet for information about photocopy prices and procedures.

Please address all reference requests to:

Reference
Kansas State Historical Society
6425 SW 6th Avenue
Topeka, KS 66615-1099

or use our form on the web at:

<http://www.kshs.org/library/emailref.htm>

MICROFILM INTERLIBRARY LOAN

MICROFILM/MICROFICHE COLLECTIONS

AVAILABLE THROUGH INTERLIBRARY LOAN

Type of materials available through interlibrary loan:

- ▶ Kansas Territorial Censuses (1855, 1856-1859)
- ▶ Kansas State Censuses (every ten years, 1865-1925)
- ▶ 1860 and 1870 Kansas federal census
- ▶ Newspapers
- ▶ Local records (deeds, wills, court records, etc.)

Selected materials on microfilm or microfiche from the following collections:

- ▶ City Directories
- ▶ Local histories and biographies
- ▶ Military records
- ▶ Manuscript collections
- ▶ Photographs microfiche
- ▶ Civil War pamphlet collection on microfiche
- ▶ Muster rolls, rosters, and related materials on Kansas Civil War regiments
- ▶ Plat books & atlases

Indexes:

- ▶ State Census indexes
- ▶ 1860 and 1870 Kansas federal census indexes
- ▶ Corporation charters
- ▶ Kansas state penitentiary records
- ▶ State militia
- ▶ Kansas Adjutant General index to Civil War rosters
- ▶ WWI veterans (1930 enrollment)

HOW TO ORDER:

Step 1: OBTAIN THE MICROFILM REEL NUMBER

You can look up many of the film numbers for newspapers, census records, and other materials by visiting our website at www.kshs.org/research/index.html , then follow the appropriate

link for the type of material you wish to request. If you prefer, you may also contact the reference desk at reference@kshs.org . We can also be reached by calling 785-272-8681 ext. 116 Mon.-Sat. 9am-4:30pm Central Time, by fax at 785-272-8682 or by writing:

Reference
Kansas State Historical Society
6425 SW 6th Ave.
Topeka KS 66615-1099

Step 2: CONTACT YOUR LOCAL LIBRARY

All requests for interlibrary loans must be submitted from a participating library or LDS Family History Center. You initiate the loan process by contacting them, providing them with a complete citation to the source you are interested in (including reel number), and they will contact us to place the request.

POLICIES

Patrons may request up to two reels of film at a time. Patrons must use the film in the borrowing library. The loan period is for three weeks, with no renewals. All loans are subject to immediate recall.

FEES

The Kansas State Historical Society does not charge a fee for interlibrary loan services. Consult with your library to see if they assess a fee for loan services.

LIBRARIES

Librarians, please see our ILL policies online at: www.kshs.org/library/libill.htm or contact our interlibrary loan staff at 785-272-8681 ext. 323 or ill@kshs.org for additional information.

PHOTOCOPYING AND DUPLICATION

POLICIES: Staff will evaluate the condition of an item requested to be copied and select the appropriate method of photocopying unless an item is too fragile. Copyright laws also will be considered. For specific photocopying charges please refer to

pages 71-72 in this guide.

Printed Materials

Because of preservation concerns for our historic materials, the staff performs all standard photocopying. If an item is in good condition, generally it can be copied on a standard photocopier or overhead planetary scanner. The number of copies made from any one item usually is limited only by copyright (see pages 73-74 in this guide), although requests for extensive copying may be referred to our microfilm lab as a special custom order, in lieu of providing paper copies through traditional photocopying (see pages 70-71). Some library materials are stamped “no photocopies.” The staff is happy to explain this policy to patrons. Manuscript collections may not be photocopied in their entirety.

Because we have limited staff available for photocopying, *orders may not be completed the same day they are placed.* Copies may be picked up or mailed (postage and handling will be charged for mail orders; see page 72 in this guide). Items awaiting pickup or payment will be disposed of if not claimed in 3 months.

If an item is in fair to poor condition or is oversized, special methods may be necessary to make a photocopy. The number of copies may be limited. The staff will be happy to explain the pricing and methods available. Copies may be picked up (usually within two weeks) or mailed. Postage and handling is charged on mail orders.

Microfilm/Microfiche Materials

Self-serve microfilm/microfiche reader-printers are available for patron use.

Patrons may order positive microfilm of newspapers, census, and other microfilmed materials if the Society owns the negatives. Orders are processed in three weeks.

Special order microfilm may be available for extensive copying of unfilmed library, manuscript, or archives materials, determined on a case-by-case basis in consultation with the curator of

materials and the head of the microfilm lab. Cost and time estimates will be provided when the order is placed.

Photographs & Digital Services

Black-and-white prints from photographs in the Society's collection are processed in our photo lab. Color transparencies, slides, and prints are processed in area commercial labs. Prints will not be retouched to eliminate imperfections existing in the negative or original material. Normally black-and-white orders with negatives available will be processed in three weeks. Orders exceeding thirty prints may require an additional week to complete. Slide orders and 4" x 5" color transparencies will be processed in three weeks. Rush orders may be placed, dependent on approval from the photography lab. Digital images are also available in a variety of formats, and may be emailed or provided on CD-ROM.

See page 72 for basic prices of photographs. More detailed information on photo and digital duplication is available on the handouts "Still Photograph Duplication Services" and "Digital Imaging Services" available at the reference desk or on our website.

Form of Payment

We accept cash, personal checks, money orders, and MasterCard or Visa. Minimum charge for credit card payment is \$8. Please do not send cash through the mail.

FEE SCHEDULE (effective Sept. 2001 but subject to change):

Copies from Bound Items
Standard copying process
\$0.30 per page

Copies from loose sheets or printouts from computer
Standard copying process
\$0.15 per page

Oversize copies (on 11"x17" paper)
Standard copying process
\$1.00 per page

Copies from fragile or oversize originals:
Items that are determined to be too large or too fragile to copy on the standard copiers require special processes. Orders are generally completed within two weeks and may be picked up or mailed. Postage and handling is charged on mail orders. Prices vary, and will be determined at the time of the request.

Microfilm/Microfiche Materials - self-serve
\$0.25 per page (patrons make copies from
microfilm/fiche printers)

Microfilm purchase:
\$45 per reel if Society owns negatives
\$50 minimum if custom order - actual cost will be
determined at time of order
Shipping/handling will be charged on all orders. Tax will
be charged when applicable.

Postage and Handling for Mail-Order Photocopies

Up to 6 pages	\$2 (includes price of copies)
7 to 25 pages	\$2 in addition to price of copies
26 to 50 pages	\$3 in addition to price of copies
51 to 100 pages	\$5 in addition to price of copies
over 100 pages	\$5 plus actual shipping charges

Certification
\$2 per document

Fax Transmissions

\$1 per page (printed materials; price includes cost of copy)

\$2 per page (photographs; price includes cost of copy)

Sales Tax

Kansas state sales tax is assessed on orders placed in person and for mail orders within Kansas.

Photographs

Black-and-white prints (if Society owns negatives):

4 x 5	\$ 6	11 x 14	\$20
5 x 7	\$ 8	16 x 20	\$30
8 x 10	\$12		

If Society does not own negatives, add \$5 per image from photographs and \$10 per image from microfilm or published/unpublished materials.

Other fees for additional services such as digital imaging, sepia toning, color prints, 4x5 transparencies, slides and rush orders are addressed in the handouts "Digital Imaging Services" and "Still Photograph Services" available at the reference desk.

Postal charges for photographs are based on package weight and handling, and will be determined at the time of order.

COPYRIGHT RESTRICTIONS

Copyright is very complicated, and depends upon numerous factors. Chief among these are the format of the item, the date of creation or publication, and whether or not the item was published. Factors which do *not* affect the copyright of a work are the age of the item, the length of a work or the extent of the item, or the relationship of the person requesting photocopies to the author or creator of a work. In many cases, the work does not need to be published, nor does a formal copyright notice need to appear on an item in order for it to be covered by copyright. Most government

records are not covered by copyright.

Generally, 1/3 of a published item can be copied under the provisions of "Fair Use." Photocopies ordered and used beyond "fair use" may make the patron liable for copyright infringement. The following definition of "fair use" is provided for patrons ordering copies:

"Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phono records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyrights. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work." [Section 107 - Copyright Law 94-553]

All photocopies and requests for duplication will be evaluated by staff for compliance with copyright. Staff will not willingly and knowingly violate the copyright law. At times, staff may need to investigate the copyright status of an item, before they are able to determine if photocopies can be produced. This assessment may take time, which may result in a delay in providing photocopies for a patron. The patron may need to wait to have their request addressed, or we may need to mail out their copies to them. In some cases patrons may be required to conduct their own investigation into the copyright status of a work, and provide sufficient documentation to show that their request does not violate copyright, before staff will be able to proceed with their request.

Most unpublished, non-governmental materials are under U.S.

copyright protection until at least the year 2003. Staff will inform researchers of known copyrighted material and will refer them to the owner of retained copyrights, if known. It is the responsibility of the patron to gain permission from the copyright holder, or to perform the necessary investigation to determine the copyright holder, if the copyright holder is unknown to KSHS staff.

Use of materials and/or copies made under the "fair use" provision of copyright law does not imply or include permission to publish the materials used or copied. It is the responsibility of the patron to request and obtain permission to publish materials from both the repository (as owner of the physical original) and the copyright owner, if the repository does not own the copyright.

Additional information about copyright can be provided by reference desk or retrieval desk staff.

Please also see the Copyright Office website at:

www.loc.gov/copyright/ .